



COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY

1955 Workman Mill Road, Whittier, CA 90601-1400
Mailing Address: P.O. Box 4998, Whittier, CA 90607-4998
Telephone: (562) 699-7411, FAX: (562) 699-5422
www.lacsd.org

GRACE ROBINSON HYDE
Chief Engineer and General Manager

February 27, 2014

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

NSD-1 March 11, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Board of Directors
Newhall Ranch County Sanitation District
of Los Angeles County

Directors:

The consolidated agenda includes the following items for the regular meeting of the Board of Directors of the District meeting Tuesday, March 11, 2014.

1. Appointment of Secretary to the Board of Directors. It is recommended that Kimberly S. Compton, the present Secretary to each of the Boards of Directors of the County Sanitation Districts of Los Angeles County, be appointed Secretary to the Board of Directors of this District.
2. Receive and Order Filed Certificate of Members of the Board of Supervisors. Under the County Sanitation District Act, Health and Safety Code Section 4730, the members of the Board of Supervisors are the members of the Board of Directors of the District. The certificate of the Clerk of the Board of Supervisors of the County of Los Angeles officially establishes the identity of the members of the Board of Supervisors who serve as the Board of Directors for the District.
3. Certificate of Presiding Officer/Chairperson Pro Tem. The Chair and Chair Pro Tem of the Board of Supervisors automatically become the Chairperson and Chairperson Pro Tem of the Board of Directors of the District.
4. District Formation. The formation of a county sanitation district is initiated by the adoption of a resolution of the Board of Supervisors of its intention to form the district under the County Sanitation District Act, Health and Safety Code Section 4710, and upon its application to Local Agency Formation Commission for Los Angeles County (LAFCO) to initiate proceedings. LAFCO has adopted two resolutions and a certificate of completion providing for the formation of the District pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. The Board of Supervisors adopted an order on January 18, 2011, confirming formation of the District. These actions involve receiving and filing resolutions regarding formation of the District.
5. Adopt Resolution to Change Name of Newhall Ranch County Sanitation District of Los Angeles County to Newhall Ranch Sanitation District of Los Angeles County, and Cause Resolution to be Recorded in the Office of the County Recorder. Under the County Sanitation District Act, Health and Safety Code Section 4739.5, the Board may change the name of the district by resolution, to become effective upon recordation of the resolution in the Office of the County Recorder. It is recommended that the legal name of the District be simplified to *Newhall Ranch Sanitation District of Los Angeles County*.

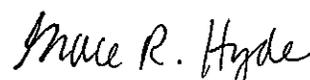
6. Adopt Resolution Establishing Time and Place for Regular and Special Meetings. The Ralph M. Brown Act requires that the Board provide, by ordinance, resolution or other rule, the time and place for regular meetings. It is recommended that regular meetings be held on the second Tuesday of the third month of each calendar quarter at 9:30 a.m. in the Hearing Room of the Board of Supervisors, Kenneth Hahn Hall of Administration, Los Angeles, California.
7. Joint Administration. Under the County Sanitation District Act, Health and Safety Code Section 4840, county sanitation districts may adopt a resolution finding and declaring that it is for the interest and advantage of the districts to enter into an agreement for the maintenance of a centralized and joint administrative organization and to employ the same engineers, counsel, and other persons needed to carry out the purposes of the districts. The formation of the District was made subject to a requirement of LAFCO that formal application be made to the existing twenty-three County Sanitation Districts of Los Angeles County to become signatory to the Amended Joint Administration Agreement (JAA) of the County Sanitation Districts of Los Angeles County, dated July 1, 1980. This agreement provides for the joint administration of each of the Districts through a Joint Administrative Organization consisting of a single staff and counsel. The only amendments to the previous agreement are to add the District and formally remove Districts that are no longer party to the JAA. Upon execution by the District, the agreement will be forwarded to the County Sanitation Districts of Los Angeles County for additional approvals.
8. Appointment of Interim District Chief Engineer, Staff, and Legal Counsel. The County Sanitation Districts of Los Angeles County are individual districts that are administered by a single staff and counsel pursuant to the terms of an Amended JAA. As a condition of formation of the District, the District must apply to join the JAA. At the time that the District becomes a party to the JAA, the officers and counsel of County Sanitation District No. 2 (District No. 2) would officially become the officers and counsel of the District. To carry out the business of the District during the interim period before the District joins the JAA, it is recommended that the District appoint the officers and counsel of District No. 2 to serve as interim officers and interim counsel for the District. As with District No. 2, it is recommended that the Assistant Chief Engineer and Assistant General Manager be authorized to serve as the Chief Engineer in the absence of the Chief Engineer and General Manager and that the Chief Engineer and General Manager also serve as the Fiscal Officer and Purchasing Agent. Under the JAA, the employment of general and special counsel is accomplished by District No. 2 hiring legal counsel and establishing the rates for legal services performed under the District retainer, litigation, major land transactions, and labor relations.
9. Approve Amended Resolution Setting Salaries and Benefits for Fiscal Year 2013-14 for District Employees as Adopted by District No. 2, Effective July 1, 2013. Under the Amended JAA, District No. 2 adopts annual resolutions setting wages, and terms and conditions of employment for all employees pursuant to a procedure involving a Collective Committee of all Directors of the County Sanitation Districts of Los Angeles County. The current resolution was adopted on June 12, 2013, and is applicable to the current fiscal year, July 1, 2013 to June 30, 2014. It is recommended that the Board approve the current resolution setting salaries and benefits for those services rendered during the balance of the fiscal year.
10. Adopt Amended Conflict of Interest and Disclosure Code. On December 10, 2008, the County Sanitation Districts of Los Angeles County adopted an amended Conflict of Interest and Disclosure Code. It is recommended that this code be adopted by the District.
11. Adopt a Seal for the District. A public seal is a stamp or impression made by a public officer that attests to the execution of an official or public document. The Civil Code authorizes the use of a

public seal or facsimile seal when the laws of a state or country require an official seal. The Government Code authorizes the use of seals and facsimiles of seals in the execution of bonds, warrants, and other financial instruments. While the adoption of a seal is not mandatory, there are jurisdictions that require officers to affix their seals of office to official documents and it may be necessary or convenient to use a seal in such instances, particularly in connection with the acquisition of property and the recording of transfers. It is recommended that a circular seal containing the words "Newhall Ranch Sanitation District of Los Angeles County, organized July 27, 2006, Seal," be adopted for the District.

12. Grants of Easements, Licenses, Occupational Rights-of-Way, Entry Permits, and Similar Interests in Real Property: Adopt Resolution. Grants of interests in real property must be accepted by a public agency to be effective. For county sanitation districts, this normally would require Board action. As has been done by the other County Sanitation Districts of Los Angeles County, the authority to accept such transfers and to consent to their recordation has been delegated to the Secretary. The delegation of this authority avoids bringing each transfer back to the Board. In some cases, grantors of such interests request that they be indemnified and defended for damages that may result from District activities on their properties. These requests for indemnification are generally reasonable and the agreement to indemnify the owners is often necessary to induce the grantors to allow the District to enter upon their land. In other cases, grantors will request moderate compensation for entry onto their property. To avoid unnecessary delay in obtaining these interests, the County Sanitation Districts of Los Angeles County have delegated authority to the Chief Engineer and General Manager, or his or her designee, to acquire such interests when the amount of compensation is less than \$5,000 and the Chief Engineer and General Manager or his or her designee determines it is in the best interests of the District to acquire the interest at that cost. All others would go to the Board for approval.

13. Adopt Resolution Directing Chief Engineer and General Manager to Prepare an Engineer's Report for the District. The County Sanitation District Act, Health and Safety Code Section 4748, provides that the Board shall, by resolution, employ one or more sanitation engineers to make a survey of the problems of the District concerning sanitation, especially with reference to the matters of sewage collection, treatment, and disposal. The resolution must direct the engineer to prepare and file with the Board an "Engineer's Report" setting forth: (a) a general description of existing facilities for sewage collection, treatment, and disposal, (b) a general description of the work proposed to be done to carry out the objectives of the District, (c) a general plan and general specifications of the work, (d) a general description of the property proposed to be acquired or damaged in carrying out the work, (e) a map showing the boundaries of the District and the general location of the work proposed to be done, property taken or damaged, and any other information useful to an understanding of the proposed work, and (f) an estimate of the cost of the proposed work. The County Sanitation District Act requires the Board to examine the "Engineer's Report," hold public hearings, and order any necessary revisions. The Board will ultimately consider approval and adoption of the "Engineer's Report."

Yours very truly,



Grace Robinson Hyde

GRH:KSC:ddg

Enclosures

Notice and Agenda

REGULAR MEETING — BOARD OF DIRECTORS — NEWHALL RANCH COUNTY SANITATION DISTRICT
OF LOS ANGELES COUNTY

To be held in the HEARING ROOM
OF THE BOARD OF SUPERVISORS
Kenneth Hahn Hall of Administration, Los Angeles, California

TUESDAY		March 11, 2014		At 9:30 A.M.
ANTONOVICH	MOLINA	KNABE (Chairperson)	RIDLEY-THOMAS	YAROSLAVSKY

1. Recommendation: Appointment of the Secretary to the Board of Directors.
2. Recommendation: Receive and order filed certificates of the members of the Board of Supervisors.
3. Recommendation: Receive and order filed certificate of the Presiding Officer of the Board of Supervisors and the action electing the Chairperson Pro Tem.
4. Re: District Formation
 - (a) Recommendation: Receive and order filed Los Angeles County Board of Supervisors Resolution of Intention to Form Newhall Ranch County Sanitation District of Los Angeles County (December 13, 2005) and Application to Local Agency Formation Commission for Los Angeles County (LAFCO) to initiate proceedings to form Newhall Ranch County Sanitation District of Los Angeles County.
 - (b) Recommendation: Receive and order filed LAFCO documents: Certificate of Completion, Instrument No. 061669441 (July 27, 2006), Resolution No. 2006-04P (July 26, 2006), and Resolution No. 2006-26RMD (June 14, 2006), providing for the formation of the Newhall Ranch County Sanitation District and establishing the sphere of influence.
 - (c) Recommendation: Receive and order filed Los Angeles County Board of Supervisors resolution ordering formation of Newhall Ranch County Sanitation District of Los Angeles County (January 18, 2011).
5. Recommendation: Adopt resolution to change name of Newhall Ranch County Sanitation District of Los Angeles County to *Newhall Ranch Sanitation District of Los Angeles County*, and cause resolution to be recorded in the Office of the County Recorder.
6. Recommendation: Adopt resolution establishing time and place for regular and special meetings.
7. Re: Joint Administration
 - (a) Recommendation: Adopt resolution for the maintenance of a centralized and joint administrative organization.
 - (b) Recommendation: Approve and authorize execution of *Amended Joint Administration Agreement* (2014), providing for the District to join the Joint Administrative Organization of the County Sanitation Districts of Los Angeles County.
8. Re: Appointment of Interim District Chief Engineer, Staff, and Legal Counsel
 - (a) Recommendation: Adopt resolution appointing the Chief Engineer and General Manager of County Sanitation District No. 2 of Los Angeles County (District No. 2) and the District No. 2 staff to serve as Interim Chief Engineer and staff of the District until such time as the District becomes a party to the Amended Joint Administration Agreement, authorizing the Assistant Chief Engineer and Assistant General Manager to serve as Chief Engineer in the absence of the Chief Engineer and General Manager, and appointing the Chief Engineer and General Manager to act as the Fiscal Officer and Purchasing Agent of the District.
 - (b) Recommendation: Employ legal counsel retained by District No. 2 to serve as legal counsel for the District and approve legal services fees adopted by District No. 2 on June 12, 2013.

9. Recommendation: Approve amended resolution setting salaries and benefits for fiscal year 2013-14 for District employees as adopted by County Sanitation District No. 2 of Los Angeles County (District No. 2), effective July 1, 2013.
10. Recommendation: Adopt amended Conflict of Interest and Disclosure Code.
11. Recommendation: Adopt a seal for the District.
12. Re: Grants of easements, licenses, occupational rights-of-way, entry permits, and similar interests in real property:
Adopt Resolution
 - (a) Recommendation: Authorize the Secretary to accept transfers of interests in real property conveyed to the District and to consent to the recordation thereof.
 - (b) Recommendation: Authorize the Chief Engineer and General Manager or his or her designee to accept such interests when transferred gratuitously with a condition to indemnify the grantor.
 - (c) Recommendation: Authorize the Chief Engineer and General Manager or his or her designee to acquire such interests at cost not to exceed \$5,000.00 upon determination that such actions are in the best interests of the District.
13. Recommendation: Adopt resolution directing the Chief Engineer and General Manager to prepare an Engineer's Report for the District.

Adjourn

**RESOLUTION ESTABLISHING TIME AND PLACE FOR REGULAR AND
SPECIAL MEETINGS OF THE NEWHALL RANCH SANITATION DISTRICT
OF LOS ANGELES COUNTY**

BE IT RESOLVED, that there shall be a regular monthly meeting of the Board of Directors of the District on the second Tuesday of the third month of each calendar quarter at 9:30 a.m. in the Hearing Room of the Board of Supervisors, Kenneth Hahn Hall of Administration, Los Angeles, California 90012; provided that, should the second Tuesday fall upon a legal holiday, said meeting shall be held on the next business day thereafter, at the same time and place, and that no further notice of such regular monthly meeting shall be required.

BE IT FURTHER RESOLVED, that special meetings of the Board of Directors of the District may be called at any time by the Chairman of the Board as the presiding officer, or by a majority of the members of the Board of Directors by delivering personally or by mail written notice to each member of the Board of Directors and to each local newspaper of general circulation, radio station, or television station requesting notice in writing. Such notice shall be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by the Board of Directors. However, such written notice of special meetings may be dispensed with as to any member who has previously filed a written waiver of notice with the Secretary of the District. Such waiver may be given by fax or electronic mail. Such written notice may also be dispensed with as to any member of the Board of Directors who is actually present at the meeting at the time the special meeting is requested.

**RESOLUTION FOR MAINTENANCE OF A CENTRALIZED AND JOINT
ADMINISTRATIVE AGREEMENT**

WHEREAS, each District that is part of the County Sanitation Districts in Los Angeles County has previously entered into an agreement providing for the establishment and maintenance of a Joint Administrative Organization to care for the general administration of the affairs of each of the Districts and the construction, supervision, operation and maintenance of the work of each of the Districts and providing further for the employment of the same engineers, surveyors, counsel and other persons needed to carry out the purposes for which the Districts were organized and to share and pay proportionately the cost of maintenance of such Joint Administrative Organization and the compensation of persons employed in connection therewith.

NOW, THEREFORE, BE IT RESOLVED, that the Board finds that it is for the interest and advantage of the District to enter into the Amended Joint Administration Agreement of the County Sanitation Districts of Los Angeles County and directs the Chief Engineer and General Manager to formally apply to the existing twenty-three county sanitation districts of Los Angeles County to become a signatory District to said Joint Administration Agreement.

**RESOLUTION APPOINTING THE CHIEF ENGINEER AND GENERAL
MANAGER OF COUNTY SANITATION DISTRICT NO. 2 OF LOS ANGELES
COUNTY AND STAFF TO SERVE AS INTERIM CHIEF ENGINEER AND
STAFF OF THE DISTRICT UNTIL SUCH TIME AS DISTRICT BECOMES A
PARTY OF THE AMENDED JOINT ADMINISTRATION AGREEMENT**

WHEREAS, it is necessary that a Chief Engineer and General Manager be appointed to carry out the work of this District:

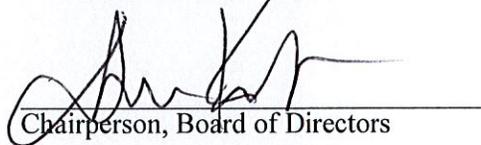
NOW, THEREFORE, BE IT RESOLVED, that the Chief Engineer and General Manager for County Sanitation District No. 2 of Los Angeles County, Grace R. Hyde, and staff are hereby appointed interim Chief Engineer and General Manager and staff of the Newhall Ranch Sanitation District of Los Angeles County until such time as the District becomes a party to the Amended Joint Administration Agreement. The Chief Engineer and General Manager shall have sole management and control of the construction and maintenance of the works of the District and of the administrative affairs of the District subject to the supervision and direction of the Board of Directors. In the absence of the Chief Engineer, the Assistant Chief Engineer and Assistant General Manager for County Sanitation District No. 2 of Los Angeles County, Robert C. Ferrante, is authorized to serve as the Chief Engineer and General Manager. The Chief Engineer and General Manager is authorized to serve as the Fiscal Officer and Purchasing Agent. Compensation for the Chief Engineer and General Manager, Assistant Chief Engineer and Assistant General Manager, and staff is hereby fixed in accordance with the Salary Schedule adopted by County Sanitation District No. 2 of Los Angeles County, the proportional part of which is to be paid by the Newhall Ranch Sanitation District in conformity with the Amended Joint Administration Agreement.

**RESOLUTION TO CHANGE NAME OF
NEWHALL RANCH COUNTY SANITATION DISTRICT
OF LOS ANGELES COUNTY TO
NEWHALL RANCH SANITATION DISTRICT
OF LOS ANGELES COUNTY**

WHEREAS, the Board of Directors has adopted a resolution to change the name of the Newhall Ranch County Sanitation District of Los Angeles County to the Newhall Ranch Sanitation District of Los Angeles County pursuant to County Sanitation District Act, Health and Safety Code Section 4739.5, which allows the Board to change the name of the district by resolution, to become effective upon recordation of the resolution in the Office of the County Recorder.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Newhall Ranch County Sanitation District of Los Angeles County hereby change the name to the "Newhall Ranch Sanitation District of Los Angeles County," to become effective upon recordation of the resolution in the office of the county recorder.

NEWHALL RANCH SANITATION DISTRICT
OF LOS ANGELES COUNTY



Chairperson, Board of Directors

ATTEST:



Secretary



SUBSCRIBED AND SWORN TO BEFORE ME

THIS 11TH DAY OF MARCH, 2014.

BY DONALD R. KNABE



NOTARY PUBLIC

Conflict of Interest Code
of the

SANITATION DISTRICTS

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Exhibit A establishing economic disclosure categories and Exhibit B designating officials and employees shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of the statement filed by its Chief Engineer and General Manager, and forward the original of such statement to Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of all statements filed by its Directors*, Assistant Chief Engineer and Assistant General Manager, and all other Designated Positions named in the agency's conflict of interest code, as appropriate. All retained statements, original or copied, shall be available for public inspection and reproduction. (Gov. Code Section 81008).

* Directors shall be deemed to include Alternates but not to include Directors who are members of the Board of Supervisors of Los Angeles County.

(11/08) (Rev.)

SANITATION DISTRICTS

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

SANITATION DISTRICTS

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Department Head - Technical Services	1, 2, 3
Department Head - Solid Waste Management	1, 2, 3
Department Head - Wastewater Management	1, 2, 3
Department Head - Engineering	1, 2, 3
Department Head- Financial Planning	1, 2, 3
Department Head - Facilities Planning	1, 2, 3
Administrative Services Manager	1, 2, 3
Human Resources Manager	2, 3
Purchasing Manager	4
General Counsel**	1, 2, 3
Consultant	5

Officials Who Manage Public Investments

It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200 et seq.

Directors*

Chief Engineer and General Manager

Assistant Chief Engineer and Assistant General Manager

Chief Accountant

*Directors shall be deemed to include Alternates but not to include Directors who are members of the Board of Supervisors of Los Angeles County.

**General Counsel shall be deemed to be the attorney who regularly attends District Board meetings and under whose directorship the legal affairs of the District are handled.

EFFECTIVE: NOVEMBER 19, 2008